

CITY OF SALINA
POSITION DESCRIPTION

CLASS TITLE: Community Relations Supervisor **GR:** Y **FLSA:** EX **DATE:** 3/23/2016

DEPARTMENT: Development Services **DIVISION:** Community Relations

REPORTS TO: Dir. of Community & Dev. Services **APPROVED:** _____ **JOB CODE:** 7055

GENERAL DESCRIPTION:

Under administrative direction and in accordance with federal and state law, performs work of considerable difficulty in the prevention and elimination of discriminatory practices in housing, employment and public accommodations; administers local Equal Opportunity Affirmative Action and related ordinances; administers community outreach and education programs; assists in implementation and administration of community neighborhoods as directed in the Comprehensive Plan; requires significant interpretive judgment in variance from established standards and procedures.

TYPICAL DUTIES:

- Plans, organizes, implements, oversees and monitors programs and activities designed to improve human relations and quality of life functions
- Formulates, coordinates and carries out the policies, goals, objectives and activities of a small staff
- Stays current with federal and state related programs, provides staff support and advises the Director of Community & Development Services, Human Relations Commission and city management
- Assists with the promotion of civic and human rights; supervises the handling of local discrimination complaints; develops and implements City's Affirmative Action Plan; coordinates affirmative action data; develops programs to promote employment and utilization of minorities and women both within the City of Salina's work force and the community; acts as City of Salina's ADA Coordinator
- Reviews the Affirmative Action plans of suppliers, vendors and contractors doing business with the city to ensure that their plans meet city code requirements
- Coordinates neighborhood assessment outcomes with Growth and Development initiatives to strategically align needs with resources; Assists with the creation of neighborhoods, districts, and corridors to improve and stabilize designated areas for quality of life maintenance and enhancement
- Promotes infill and redevelopment within neighborhoods to increase housing choice and strengthen neighborhoods; involves citizens / neighborhoods in the approval process for infill / redevelopment within Salina
- Applies for and administers grants; prepares and administers the division budget; initiates, plans, develops and implements records and report systems; handles confidential information
- Works varied schedule as needed and performs other duties as assigned

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:

Direct oversight of division staff.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

A bachelor's degree in business, public relations, political science, public administration or related field and five years of experience in human services or public administration. Two years supervisory and equal opportunity, affirmative action and community outreach experience preferred. A master's degree is preferred. Possession of a valid Kansas driver's license.

RESIDENCY REQUIREMENTS:

None.

ESSENTIAL JOB FUNCTIONS:

Respond promptly, courteously and professionally to inquiries, concerns and complaints. (Daily)
Effectively assign and supervise personnel. (Daily)

ESSENTIAL JOB FUNCTIONS (cont'd):

Establish and maintain effective working relationships with fellow employees, officials and the public. (Daily)
Effectively manage and oversee division operations. (Daily)
Effectively communicate orally and in writing. (Daily)
Prepare sound and accurate budget recommendations and maintain expenditures within budget. (Daily)
Prepare and maintain accurate, well-organized and effective records, statements and reports. (Daily)
Exercise sound judgment in decisions and interpretations. (Daily)
Maintain and exhibit discretion and integrity at all times when handling confidential information. (Daily)
Maintain and apply knowledge of the principles, practices and ethics of personnel administration. (Daily)
Efficiently and effectively handle complaints received. (Daily)
Understand and apply federal, state and municipal law pertaining to equal opportunity and affirmative action. (Daily)
Speak clearly and concisely before groups. (Weekly)

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTION:

Work Type: Light, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Climbing/Balancing: Minimal ability to sit and stand

Walking: Minimal amount required

Stooping/Bending: Minimally

Stand/Sit: Sit about 70 percent of the time

Reaching: Frequent, overhead as well as horizontal

Vision: Adequate to perform essential job functions

Color Vision: Adequate to perform essential job functions

Hearing: Adequate to perform essential job functions

Speech: Frequently express ideas and be understood

Eye/ Hand/ Foot/ Coordination: Frequently operates equipment requiring moderate ability

Manual Dexterity: Frequently operates equipment requiring moderate ability

ESSENTIAL JOB FUNCTION EXPOSURES:

Inside/Outside: Works inside and occasionally outside

Cold/Heat: Controlled, with adverse conditions possible

Wet/Dry: Controlled, with adverse conditions possible

Noise/Vibrations: Office equipment

Hazards: None

Fumes/Dust/Odors: None

Infectious Diseases: Low exposure

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend written material.

Ability to listen to and apply information and instructions.

Ability to communicate effectively, both orally and in writing.

Ability to organize files.

Ability to work under some stressful conditions and meet deadlines.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS USED:

Computer, copy machine, adding machine, calculator, telephone, recording equipment and fax machine.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all of his/her duties.